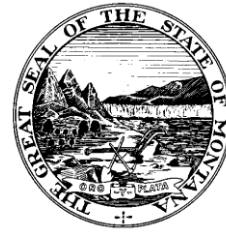


STATE OF MONTANA

DEPARTMENT OF TRANSPORTATION

JOB DESCRIPTION



Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Position Number: 16003 **Working Title:** Occupational Health and Safety Bureau Chief

Job Title: Program Manager **Job Code Number;** 111916 **Pay Band:** 6

Division and Bureau: Human Resources Division, Occupational Health and Safety Bureau

Section and Unit: **Location:** Prospect Avenue
Helena, MT 589620
Phone: (406)444-6332

FLSA Status: ☐ Non-Exempt ☒ Exempt

Work Unit Overview:

The Human Resources Division provides leadership for a comprehensive human resource program for over 2,200 employees of the Montana Department of Transportation, located in five districts across the State of Montana and in the Helena headquarters. Division responsibilities include attracting and retaining a talented and diverse group of employees with career advancement potential; creating a organizational culture that encourages growth and continuous learning opportunities; promoting a high level of professionalism, innovation, and productivity; creating a safe working environment for all agency employees; and developing policies, systems, and service strategies that contribute to the welfare of the agency and employees while being mindful of it's responsibility to maintain confidentiality, be supportive, and provide a flexible atmosphere. The Division maintains a supportive, customer-service orientation and is responsive to the changing needs and expectations of the agency it serves.

The Workforce Planning Bureau manages recruitment and selection; job classification, soft-skill and career development training for employees; ongoing workforce development initiatives and succession planning programs. The Civil Rights Bureau manages the Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs for both Title VI and Title VII; state laws and regulations associated with civil rights; the Disadvantaged Business Enterprise (DBE) Program; external labor and EEO contract compliance; Title I and Title II of the Americans with Disabilities Act (ADA); Federal Transit Authority (FTA) and Federal Aeronautics Administration (FAA) DBE and EEO compliance and supportive services programs. The Occupational Safety and Health Bureau administers the following programs: Occupational Safety and Health addressing compliance with standards, rules and guidelines applicable to general, construction and transportation industries and risk management.

Job Overview:

The Occupational Safety and Health Bureau Chief perform administrative, managerial and professional work to carry out objectives of creating and maintaining a safe and healthy workplace for all department

employees and visitors to the workplace. Responsibilities include establishing bureau work plans objectives and procedures, administering a budget, policy and program design and development, and administration of various programs. The position develops strategic plans and procedures for addressing major issues of concern, and provides ongoing advice and oversight to employees on the administration of program functions. The position reports to the division administrator and directly supervises five positions.

Essential Functions (Major Duties or Responsibilities): *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

A. SAFETY PROGRAM ADMINISTRATION

50% of Time

1. Manages and monitors the activities of the agency's employee safety and occupational safety and health programs to ensure value and success. Designs, develops, and recommends safety policies, procedures, and training which are consistent with State and federal occupational safety and health rules and regulations. Establishes performance goals for the work unit as a whole and oversees the group's progress toward achieving those goals.
2. Interprets occupational safety and health regulations, safety policies, rules and procedures for agency management to ensure consistent and fair application in individual situations. Examines alternatives; reviews innovative and comprehensive solutions; and resolves program problems to meet Departmental needs.
3. Analyzes, evaluates, and reports on individual and general program effectiveness.
4. Formulates and recommends strategies for developing an organizational safety culture; preventing accidents and injuries; maintaining a healthful work environment; protection of the general public; and reduction of costs associated with accidental losses and tort liability.
5. Develops operating budget for the work unit and monitors the use of budget funds to assure operations stay within established parameters. Authorizes use of early-return-to-work credit to assist in returning injured employees to work or to provide safety equipment and improvements that prevent injuries.

B. STAFF MANAGEMENT

40% of Time

1. Manages a professional staff (5.0 total FTE) by reviewing and revising overall program work plans, priorities, and procedures, and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of team goals.
2. Develops and recommends work assignments to address agency's needs and to utilize the strengths of individuals working within the work unit. Ensures that personnel are properly supervised and trained to ensure that programs meet required standards. Ensures consistency in the application of training opportunities for all staff.
3. Determines the safety training needs of the agency's employees through analysis of program effectiveness and employee performance. Prepares, presents, or arranges training to ensure that the most current regulations and practices are presented.

4. Recommends and justifies requests for additional personnel. Identifies staffing needs and participates in recruiting and hiring employees. This involves serving as a member of selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees.
5. Evaluates the performance of all positions directly supervised and completes performance evaluations. Implements and monitors corrective actions up to and including termination. Enforces disciplinary policies to ensure consistency in application of disciplinary action.
6. Ensures that staff complies with State and departmental personnel rules, regulations, and policies. Resolves grievances at the lowest level whenever possible.

B. OTHER DUTIES

10% of Time

This position performs a variety of other workplace safety and health initiatives, project management, and public relations activities as assigned by the division administrator in support of MDT's mission and division objectives. This includes representing the department at conferences and meetings, directing special projects, and attending on-going education and training as directed.

Other job information:

- Occasional travel by automobile in a large geographical area
- Remaining seated for extended periods of time
- Walking; bending; stooping; climbing; standing; crawling
- Occasional entrance into confined spaces

Supervision

If this incumbent supervises others, please list each employee supervised and the position number:

The number of employees directly supervised is: 5

Position Number(s) of those supervised: 51010, 52010, 55010, 16002, and 16006.

Minimum Qualifications (Education and Experience):

Requires a minimum of four (4) years of directly related experience interpreting federal and other safety regulations and guidelines, compliance, insurance, risk management, Workers' Compensation laws/claims, hazardous materials, adult training, or closely related experience (e.g. ergonomic assessments, accident investigation, etc.) Work requires a minimum of two (2) years of supervisory experience. Experience may substitute for education on a year-for-year basis.

Required knowledge, skills, and abilities

KNOWLEDGE

Public Safety/Laws — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations for the protection of people and property. Knowledge of laws, precedents, and government regulations, including extensive knowledge of federal, state, and local safety regulations; insurance principles/concepts, and accident and injury investigation techniques.

Education and Training — Knowledge of principles and methods for curriculum and training design for adult learners, teaching and instruction for individuals and groups, and training evaluation.

Mathematics — Knowledge of arithmetic, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SKILLS

Writing/Reading Comprehension — Effective written communication and reading comprehension skills.

Communication — Effective speaking and active listening skills.

Judgment and Decision Making — Effective judgment and decision-making skills.

Problem Solving — Effective problem solving skills.

Mathematics — Effective mathematics skills.

Active Learning — Effective skills in learning new information and understand the applicability to both current and future problem solving and decision-making.

Social Perceptiveness — Effective interpersonal skills.

Computer Hardware and Software — Word-processing, spreadsheets, and presentation design skills.

Deductive Reasoning — Apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — Combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events.

Special Requirements:

List any other special required information for this position

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|-------------------------------------|------------------------|--------------------------|-------|
| <input type="checkbox"/> | Fingerprint check | <input type="checkbox"/> | Other |
| <input checked="" type="checkbox"/> | Background check | | |
| <input checked="" type="checkbox"/> | Valid driver's license | | |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Bureau Chief	Title	Date
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Division Administrator	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

My signature below indicates that Human Resources has reviewed this job description for completeness.

HR Administrator

Signature	Title	Date
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